

Job Information Packet

Dayton Fire Department

Applications will be accepted from November 29, 2010
until January 24, 2011 at 4:30 p.m.*

You can submit your application in person, by mail, by
fax or online at <https://jobs.cityofdayton.org>. The Civil
Service office is located at 371 W. Second St. Suite
231 Dayton, Ohio 45402.

For more information contact the Recruitment Office
at (937) 333-3141 or send an email to
DFD-Recruiting@DaytonOhio.Gov

Or visit us online at

www.JoinDaytonFire.com

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The Hiring Process

Many people ask questions about our hiring process. The fire department has a very different hiring method than the average business. It is not uncommon for it to take 6 months to a year to get hired from the date of application. So how does the hiring process work for the Dayton Fire Department?

Step 1: The Posting of the Job Announcement

Our Civil Service Board will post an announcement on their bulletin board and on their website stating their intentions to accept applications for the position of firefighter. This announcement will include a job description of the duties required to be a firefighter and any necessary qualifications which are required to apply. They will also list the date, time and location where applications will be accepted.

Step 2: The Application

The City of Dayton only accepts applications for the position of firefighter during the period identified in the job posting. This posting, application, period will last 60 days. Applications for firefighter positions will be available online at <https://jobs.cityofdayton.org>. This link will allow you to fill out a profile now to save for when you are allowed to submit an application. You also will be able to apply in person, by mail, or by facsimile. Civil Service is located at 371 W. Second St. Suite 231, Dayton, Ohio 45402.

Once the application period has closed (January 24, 2011), you will be sent a letter stating whether your application has been accepted. This will be based on if you have met the basic qualifications at time of application. The letter will also detail information regarding the written test date, time and location.

Step 3: The Written Test

The written test for the position of firefighter is usually given by the Civil Service Board every 2 years. You must bring with you to the testing site the pass which was sent with your application acceptance letter, your pictured ID and your background packet.

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Step 3: The Written Test (cont.)

Do not complete the last page of the background packet prior to taking the test. This page needs notarized and will be completed at the completion of the written test. You need to arrive before the scheduled start time. If you arrive late, even by a few seconds, you will not be admitted into the test area and you will not be able to take the written test.

Our written test is designed as an entry level test which means you will not need to have any prior fire department knowledge to take our test. After your application has been approved and the application process is closed (Jan 24, 2011), you will receive a study guide in the mail. All questions on the TPM portion of the test are derived from the material covered in the provided study guide. If you want to do well on the exam, take the time and study.

About 4 to 6 weeks after taking the written test you will be sent a letter giving you your score and, if you have passed, your ranking on the firefighter hiring list.

Step 4: The Physical Agility Test

If you are in the group slated to take a physical agility test, you will receive a letter stating the date, time and location of the test. There will also be a couple of open practice sessions given to allow you to become familiar with the test. Just like the written test, you must arrive early, if you arrive late you will not be admitted to the testing area and you will no longer be eligible to move forward in the hiring process.

The Dayton Fire Department has given its own physical agility test for a very long time. There are some changes to this test being considered, but for now, we can only give information on what has historically been done. A description of our current physical agility test is included in this packet. This test is designed to test your physical capability to do the job of a firefighter. This test is a pass/ fail test. At the completion of the test you will know whether you have passed or failed this test. If you fail, you will be removed from

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Step 4: The Physical Agility Test (cont.)

the eligibility list. The eligibility list is good for 2 years from the date it is posted and you could receive an offer for employment at any time during those 2 years.

Step 5: The Background Check

The Dayton Fire Department does a thorough background check of all potential recruits. We will check your credit history, driving history, previous employment history and any criminal history you might have on record.

Step 6: Structured Interview

The structured interview assesses your oral communication, interpersonal, and decision making skills.

Step 7: The Medical Physical

After you have successfully completed all of the previous steps and just before we offer you a job, you will be sent to the City of Dayton's physician for a complete physical which includes a stress test, eye exam and drug screen

After you have successfully passed all of the above steps, and we have received approval from the City of Dayton to hire recruits, we will send you a letter offering you employment as a fire recruit for the Dayton Fire Department. Once you have accepted our offer of employment you will be given a date and time when you will be scheduled to begin your training at the Dayton Fire Department Training Center.

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Physical Agility Exam

Once the eligible list is published, a selected number of persons, in the order of their placement on the list, will go on to the second step in the Firefighter Recruit selection process – the **Physical Agility Exam** which consists of **four exercises or elements**. Some of these elements are timed and all are pass/fail. The following elements are examples of previous testing and are subject to change for the next recruit class.

1. The Dummy Carry
2. The Smoke Room Crawl
3. The Tower Climb
4. The Ladder Raise

This examination tests candidates to ensure they possess the *MINIMUM* physical capacity necessary to begin training as a Firefighter Recruit.

The Dummy Carry

In the **Dummy Carry**, the candidate must carry (or drag, feet only) a one hundred and twenty-five (125) pound dummy from a room, through an outside door, up a ramp, down a hallway and through a doorway in sixty (60) seconds (one minute). This element of the agility exam simulates rescuing a small adult or large child from a building and tests upper body, arm, grip, leg and cardiovascular strength as well as the agility to use your body efficiently.

The Smoke Room Crawl

During the **Smoke Room Crawl** exercise, the candidate must enter a three (3) foot high door wearing a blacked-out respirator mask that simulates the limited visibility you encounter when you enter a smoke-filled room. You must then follow a course around the corners by means of a rope attached to a wall. You must complete this course in ninety (90) seconds (one and a half minutes). This element of the exam simulates a search for trapped persons which is conducted on hands and knees in a smoke-filled building. It also tests for unsighted orientation in a confined space and for fear of confined spaces (claustrophobia).

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The Tower Climb (no time limit)

In the **Tower Climb**, the candidate must climb to the top of a perfectly vertical ladder that is attached to the outside of a six-story building 72 feet), climb onto the roof of the building, lean over the side of the building and identify an object on the ground. This exercise simulates climbing a fully extended ladder on a ladder truck and climbing onto a roof and climbing back down. This element helps to ensure that a candidate possesses not only the minimum leg, arm and cardiovascular strength to make such a climb, but also tests that the candidate has minimal, or no, fear of heights.

The Ladder Raise (no time limit)

In the **Ladder Raise**, the object is to lift, from a horizontal position on the ground, the free end of a collapsed two section, thirty-five (35) foot, aluminum fire extension ladder that is anchored to a wall at one end. The candidate must raise the ladder from the horizontal position to the vertical position, rest it against the wall, and then lower it to the original horizontal position without losing control of the ladder and without assistance. This exercise simulates the raising and lowering of a ladder against the wall of a house or building and tests upper body, arm and leg strength, as well as the agility to use your body efficiently.

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Firefighter Pay Scale (effective 11/2008)

Basis	Recruit Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
40 Hour	\$14.42	\$20.94	\$21.82	\$22.68	\$23.63	\$24.59	\$25.60	\$26.65	\$27.94
48 Hour	\$12.02	\$17.45	\$18.18	\$18.90	\$19.69	\$20.49	\$21.33	\$22.21	\$23.28
Overtime Rate	\$21.63	\$31.41	\$32.73	\$34.02	\$35.45	\$36.89	\$38.40	\$39.98	\$41.91
Week	\$576.80	\$837.60	\$872.80	\$907.20	\$945.20	\$983.60	\$1,024.00	\$1,066.00	\$1,117.60
Month	\$2,499.47	\$3,629.60	\$3,782.13	\$3,931.20	\$4,095.87	\$4,262.27	\$4,437.33	\$4,619.33	\$4,842.93
Year	\$29,993.60	\$43,555.20	\$45,385.60	\$47,174.40	\$49,150.40	\$51,147.20	\$53,248.00	\$55,432.00	\$58,115.20

* Recruits will reach full pay 78 months after graduation from the Fire Academy

All Dayton Firefighters also receive the following benefits:

- Anthem Insurance, with prescription coverage
- HRA or HSA with \$1500 (single) or \$3000 (family) deposit made by city each January
- AFSCME vision and dental coverage
- Life Insurance
- 12 Paid vacation days per year
- 15 Paid sick days per year
- 40 hour 8% incentive
- Platoon shift factor \$300 paid yearly
- Platoon shift personnel receive 17 EDO's (extra days off) per year
- Uniform allowance \$860.00 per year
- Paramedic plus pay of 8% of base salary
- Seniority Incentive
- Yearly bonus of up to 2%
- Additional vacation days added every 4 years
- Fitness Incentive
- Educational incentive (\$400.00 - \$1200.00 depending on degree level)
- Overtime opportunities
- Compensatory time option
- Uniform provided including all safety gear
- Ohio Police and Fire Plan with D.R.O.P. option
- Paid holidays

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Frequently Asked Questions

Q: When will you be accepting applications?

A: We will be accepting applications beginning November 29, 2010 and ending on January 24, 2011 at 4:30 p.m.

Q: What if I am under the age of 18?

A: Check out our [Explorer Program](#). Exploring is a worksite-based program. It is part of Learning for Life's career education program for young men and women who are 14 (and have completed the eighth grade) through 20 years old. To find out more, go to www.joindaytonfire.com and click the Explorer link.

Q: Where can you get an application?

A: Applications will be available online at <https://jobs.cityofdayton.org>. Applications will also be accepted online, by fax, by mail or hand delivered to the Civil Service office. Civil Service is located at 371 W. Second St. Suite 231, Dayton, Ohio 45402

Q: When is the exam date?

A: The current target date for the firefighter exam is Saturday, April 2, 2011.

Q: How long before you find out where you have placed on the list?

A: It usually takes between 4 - 6 weeks to receive your results. The Civil Service Board will send you a letter stating what your score was on the test and where you place on the list.

Q: Is there a study guide available?

A: After your application has been approved and the application process is closed (Jan 24, 2011 at 4:30 p.m.), you will receive a test preparation manual (TPM) in the mail. If you want to do well on the exam, take the time and study.

Q: How are you ranked on the list?

A: You are ranked on the list by your written test score.

Q: What if there is a tie?

A: All ties are broken by random selection.

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Q: Are there additional points given for special skills?

A: There are no additional points given for special skills.

Q: Will there be any additional points awarded?

A: Currently, as stated in Civil Service Rules and Regulations, there will be 5 points awarded for military service and 5 points awarded for employees of the City of Dayton. The total points awarded to any individual will be 5. However, this may change.

Q: Is there a physical assessment given?

A: There will be an assessment given after the written test. The description of the agility test is in this packet.

Q: Where is it held?

A: The physical agility test is typically held at the Dayton Fire Department Training Center on Springfield Street.

Q: Will there be any practice sessions available for the physical agility test?

A: There will be a couple of practice sessions posted prior to the actual test being given.

Q: How can I prepare for the physical agility test?

A: Look at the description of the test and determine any areas in which you might be weak. There are many online resources and books in the public library that can help you with exercises that target your weak areas.

Q: Is there an age requirement?

A: You are required to be between the ages of 18 and 35 to apply (36 or older may apply if previously a sworn firefighter in the State of Ohio). You must be under the age of 36 at time of appointment to the fire academy.

Q: What is the academy start date?

A: That will be determined after the test is given.

Q: How many recruits will you be hiring?

A: We are not sure at this time.

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Q: If I am called for active duty or have a medical problem can I reserve my place on the list?

A: Yes, you can obtain a military or medical waiver from the Civil Service Board

Q: What are the basic requirements to apply?

A: You need to be 18 or older and not over 35 years of age (36 or older may apply if previously a sworn firefighter in the State of Ohio) and have a high school diploma or GED. Certifications as an Emergency Medical Technician-Basic, Fire Firefighter I or II are no longer required to apply.

Q: Do you have to have an Ohio driver's license?

A: You have to have a valid "drivers license" at time of appointment and be able to obtain an Ohio drivers license within 30 days of appointment.

Q: Do you have to be a citizen of the United States to apply?

A: No

Q: Is there a vision standard?

A: You must have at least 20/40 monocular vision. If needed, your vision may be corrected with contact lenses or glasses to meet this standard. Uncorrected monocular vision must be no worse than 20/100 for wearers of contact lenses or glasses. You must not be color-blind.

Q: Do I have to live in the City of Dayton?

A: No. There are no residency requirements to be an employee of the City of Dayton.

Q: Do I need any previous training?

A: The Dayton Fire Department provides all necessary training when you are hired

Q: How long does the academy last and what are the hours.

A: The fire recruit academy lasts approximately six months. You will be attending classes Monday through Friday from 0700 – 1600.